

Manager, Build Your Path



Title: Manager, Build Your Path

Position: 35 hours/week

Salary Range: \$41.04 - \$56.88 (hourly)

Duration: One Year Contract (starting January 2026)

OVERVIEW

The Ottawa Community Housing (OCH) Foundation connects 33,000 tenants with programs that foster education, employment, community engagement, and overall well-being. As the charitable partner of Ottawa's largest social housing provider, we work to enhance the quality of life for tenants across 155 communities.

SCOPE OF POSITION

Build Your Path connects OCH tenants with training and employment opportunities in the skilled trades. The OCH Foundation delivers the Construct Canada model locally, offering construction training, job-readiness support, paid work experience, and wraparound services across four 8-week cohorts for 32 participants.

The Manager provides strategic leadership for the program, overseeing its design, implementation, and continuous improvement. This includes managing the Training Coordinator, fostering employer and community partnerships, securing funding, and ensuring operational and reporting requirements are met.

As a key member of the OCH Foundation team, the Manager ensures alignment between program goals, team capacity, and organizational priorities to deliver measurable impact and strengthen community outcomes.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Lead the strategic planning, execution, and continuous improvement of the Build Your Path program.
- Develop and manage program goals, timelines, deliverables, and evaluation metrics to ensure measurable outcomes.
- Supervise and support program staff, including the Training Coordinator, fostering high-quality service delivery and professional growth.
- Oversee the collection, analysis, and reporting of program data for internal use, funders, and stakeholders.
- Ensure compliance with reporting requirements and organizational policies, including timely submission of accurate performance and financial reports.
- Identify and pursue funding opportunities through grants, partnerships, and other revenue streams.
- Cultivate and maintain strong relationships with employers, training providers, government agencies, community partners, and peer organizations to enhance program impact.
- Represent the program and OCH Foundation at meetings, events, and community forums to promote visibility, collaboration, and sector engagement.
- Act as the primary liaison between the program and internal/external stakeholders.

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- Ensure program operations reflect best practices, regulatory standards, and organizational policies.
- Participate in sector-wide planning initiatives and partnerships to expand access to services and opportunities.
- Play an active role in fostering collaboration, engagement, leadership, and a positive workplace culture.
- Perform other duties that support the growth and development of OCH Foundation programs.
- Other duties as required.

QUALIFICATIONS

- Post-secondary education in the areas of health, education, social services, recreation, or related discipline.
- Minimum of three (3) years' experience leading programs and supervising staff.
- Excellent knowledge and/or work experience with vulnerable populations.
- Familiar with the operation of not-for-profit organizations.
- Strong leadership and management skills.
- Exceptional interpersonal, organization, multi-tasking, and communication skills.
- Professional, tactful, and courteous with a strong degree of discretion.
- Proven ability to manage multiple projects and tasks.
- Proven ability to access and prioritize conflicting demands, and work within tight deadlines.
- Demonstrated ability to work autonomously and collaboratively within a team.
- Self-starter who loves to take initiative and is a resourceful and creative problem solver.
- Strong understanding of marketing, public relations, and budgeting.
- Computer skills including Microsoft Office, Internet, and web-based technology (social media), as well as virtual meeting platforms such as MS Teams and Zoom.

OTHER REQUIREMENTS

- Valid Criminal Records Check.
- Have a valid "G" Class driver license or equivalent and access to a personal vehicle for business use.
- Fluency in English required. Written and/or spoken abilities in French and/or another language is a strong asset (Chinese, Mandarin, Vietnamese, Arabic, Somali).

HOW TO APPLY

Send your resume and cover letter via e-mail to info@ochfoundation.ca. **Deadline for applications is 11:59 pm EST, December 23rd, 2025.**

Please quote the job title "**Manager, Build Your Path**" in the subject line when applying. We thank all applicants for their interest, but only those selected for an interview will be contacted. No phone calls please.

Please note that Applications will be reviewed on a rolling basis, and interviews may begin prior to the application deadline.